BAYLOR UNIVERSITY
UNIVERSITY RESEARCH COMMITTEE
GRANT PROGRAM GUIDELINES

OVERVIEW

The University Research Committee (URC) provides funds for the support and development of scholarly research projects and programs. The URC includes a cross-section of faculty members from various disciplines who evaluate proposals submitted by faculty for research projects only.

The URC grant program includes both small (≤$4,500) and mid-range ($4,501 - $7,500) grants. The URC, with sufficient justification, may occasionally permit a faculty member to serve as principal investigator on both a small and a mid-range grant simultaneously. However, the committee will not award either two small grants or two mid-range grants to one investigator during the same project period.

The committee strongly encourages principal investigators to involve graduate and undergraduate students in URC-funded research.

ELIGIBILITY

Full-time Baylor faculty, regardless of academic rank, are eligible to serve as principal investigators for URC research grants.

Visiting faculty, adjunct faculty, postdoctoral fellows, and research associates are not eligible to serve as principal investigators.

Budgetary constraints preclude the continuous or long-term funding of an individual research agenda. Therefore, URC grant funding for any principal investigator shall be limited to not more than four awards and/or $10,000 over five fiscal years.

SUBMISSION PROCEDURES

It is neither necessary nor desirable to wait until a proposal is in its final, edited form before contacting OSP for advice, assistance with preparation of the proposal budget spreadsheet, or issuance of the proposal directory.

Begin by identifying your department's assigned OSP coordinator. Contact your coordinator and let them know you are interested in applying for a URC grant.

Your coordinator will provide you with a link to a folder in Baylor's Box system.

Fill out the application form, save it to your computer, and upload a copy into your Box folder along with all other required documents (see Application Checklist below). IMPORTANT: Only applications submitted electronically through Box will be considered. Paper or email applications are not accepted.

After uploading all required documents, send your department chair and dean a link to your Box folder for their review and approval.

Please note that it is the responsibility of the principal investigator to ensure all completed proposals are approved by the unit chair and dean prior to the submission deadline. Late, incomplete or unapproved proposals will not be forwarded to the OVPR for consideration.

APPLICATION CHECKLIST

- ❏ Complete application form
- ❏ Complete, peer review-quality project narrative (limit 10 pages)
- ❏ Bibliographic references (limit two pages)
- ❏ Biographical sketch for each investigator (limit two pages per investigator)
- ❏ List of current and pending support for each investigator
- ❏ Any supporting materials described in application/proposal
- ❏ Project budget form completed by your OSP coordinator
- ❏ Complete proposal routing form electronically signed by chair and dean

PROJECT NARRATIVE

The project narrative is limited to 10 pages and should address the following points.

- Background and rationale
- Specific objectives
- Potential significance
- Plan of work (procedures and methods). Please include a brief project timeline
- Plans for publication/dissemination of project results

IMPORTANT THINGS TO REMEMBER

Non-technical Abstract

All proposals must include an abstract of no more than one to two paragraphs in length, written in non-technical language appropriate for a lay audience. Acronyms may be used if they are adequately explained. Abstracts of funded proposals will be published on the OVPR website.

Box/Acrobat

A user's guide for utilizing Box and Acrobat can be found on the OSP website. For additional assistance, applicants should contact their department's assigned OSP coordinator.

Compliance Committee Approval

Approvals from the appropriate Research Compliance Committees (e.g. Institutional Review Board, Animal Care and Use Committee, Institutional Biosafety Committee, etc.) must be secured before funds will be released for use.

PROGRAM RESTRICTIONS

The URC project period corresponds to the Baylor fiscal year, June 1 through May 31. For projects submitted in to a fall application cycle, project periods must occur between Dec. 15 and May 31. All project funds must be expended during the fiscal year in which they are awarded. No-cost extensions are not allowed.

Funds may not be requested for the following:

- faculty salaries and fringe benefits;
- supplemental pay for full-time Baylor faculty and staff;
- travel to professional meetings or conferences to present project results;
- expenses incurred prior to the beginning of the project period.

BUDGETARY CONSIDERATIONS

Travel

Travel is an allowable expense only when it is essential to accomplish specific project objectives. In the case of authorized travel, reimbursement for transportation, lodging and meals will be in accordance with current university travel policy.

Expense reports for travel conducted on internal grants must be approved by OSP. Department approvers must submit original and electronic version of expense reports to OSP, who will approve and submit to Accounts Payable for reimbursement.

Local travel (within 100 miles) accomplished within a one-day period is an allowable expense only with prior approval from the Office of the Vice Provost for Research.

Equipment

Upon project termination, any equipment purchased with project funds will remain under the jurisdiction of the department of the principal investigator.

Interdepartmental Service

Reimbursements for interdepartmental services essential to the accomplishment of project objectives (e.g., School of Education Evaluation Center, Center for Community Research and Development, Institute for Oral History) are allowable expenditures.

Website Development

Any website or online database produced with OVPR funding must meet the following requirements:

- The site must adhere to the [Baylor ITS Website Policy](#) and all related policies noted in that document
- Investigators who wish to use 'Baylor' in their site's domain name must have prior approval from the Office of General Counsel
- Investigators are responsible for ensuring all Baylor marks are used appropriately, as required by the [Baylor Graphic Standards](#)
- Just as with printed publications, websites produced with OVPR funds must display an acknowledgement that the site was funded in part by a grant from Baylor University's Office of the Vice Provost for Research.

AWARD CONDITIONS

Grant Administration

Awards will be set up as TRAX accounts and administered through the Office of Sponsored Programs. Training on TRAX (the Baylor Financial Transactions System) is available through [Information and Technology Services](#).

Awardees are required to conduct the project in accordance with the proposal and budget submitted with their application. Any change in research objectives or scope of work or a major budget revision requires prior approval. Please submit requests to your OSP coordinator.

Final Report

Awardees are required to submit a final project report to the Office of the Vice Provost for Research (OVPR) no later than 60 days after the project expiration date, including a brief summary of research results; extramural funding applications submitted or planned; manuscripts published, submitted or in preparation; and presentations at professional meetings. The OVPR will notify awardees and provide a format for the final report. Failure to comply with this requirement may render the investigator ineligible for future funding from the URC or the OVPR.

Duplicate Funding

If external funding is awarded for the approved research during the URC project period, all remaining funds in the URC grant must be relinquished immediately.

Acknowledgement

Any published work supported in whole or in part by a URC grant should acknowledge such support in the publication. Other publicity related to the project, such as Baylor PR articles, should also carry acknowledgment.

An example acknowledgement is: "This study was supported in part by funds from the University Research Committee and the Vice Provost for Research at Baylor University."

Applications for External Funding

Investigators who are awarded mid-range grants (>$4,500) are required to submit a research proposal to an external funding agency within 12 months of the termination of their URC grants. Failure to comply with this requirement may render the investigator ineligible for future funding from the URC or OVPR.